

State of Utah
Department of Public Safety
APPLICATION FOR PRIVATE INVESTIGATOR LICENSE



✓ Portions of this form may be filled out on your screen. Move the "hand" icon over the field to be filled in. When the hand turns into an "I" beam, click the mouse and type in information. Hit "Tab" to move to the next field.

INSTRUCTIONS

WHO MAY APPLY

You may apply for a private investigator license if you are:

- at least 21 years of age,
- a citizen or legal resident of the United States, and
- of good moral character.

WHERE TO APPLY

Bureau of Criminal Identification
3888 West 5400 South
Box 148280
Salt Lake City UT 84114-8280
(801) 965-4445

HOW TO APPLY

Answer all questions in the application by typing or clearly printing in ink. Attach all documentation required. The application must be signed and notarized.

COST TO APPLY

- An application fee of \$200.00 for an **agency license**. This fee will license one private investigation agency and the owner or primary investigator of that agency.
- An application of \$100.00 for a **registrant or apprentice license**.
- In addition to the application fee, a **non-refundable** F.B.I. fee of \$24.00 per applicant must be submitted with each application.

NOTE: The application fees need to be in the form of cash, check or money order. All checks must be made payable to "Utah Bureau of Criminal Identification".

DO NOT SEND CASH IN THE MAIL.

WHAT YOU NEED TO APPLY

Include the following documents:

- **PHOTOGRAPHS:**
Two 2" x 2" color photographs, of passport quality, taken within 90 days of this application.
- **PHOTOCOPY OF YOUR DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION CARD.**
- **FINGERPRINTS:**
Two (2) completed fingerprint cards (available at the Bureau). You may contact your local police department or sheriff's office for assistance. The Bureau does offer fingerprinting services.

● SURETY BOND INFORMATION:

A surety bond in the amount of \$10,000 is required. The bond should reference section 53-9-109, and must remain in force throughout the license period. **Please attach a copy of the bond.**

● DOCUMENTATION OF YOUR EXPERIENCE AND QUALIFICATIONS:

Agency License:

- The applicant must have at least 2,000 hours of investigative experience. Attach a verified statement of your experience to the application.
- Include a certificate of workers' compensation insurance.

Registrant License:

- The applicant must have at least 1,000 hours of investigative experience. Attach a verified statement of your experience to the application.

Apprentice Applicant:

- The applicant must attach a letter from the sponsoring agency, stating the agency's intent to supervise the applicant during the period of apprenticeship.
- An apprentice must work for a private investigation agency.

NOTE: All attachments must be printed or typed to ensure legibility.

APPLICATION PROCESSING

- Once the Bureau receives your application, a background investigation will be conducted.
- The application will then be reviewed by the Private Investigator Hearing and Licensor Board for recommendation of issuance.
- Please allow 90 days for processing your completed application. Do not call the Bureau regarding the status of your application unless you have not received notification within this time frame.

WARNING

Falsification of any information in this application may result in denial or revocation of a license and possible criminal prosecution.

Applications will be accepted from 8:00 a.m. until 4:30 p.m. at the Bureau office. You may also apply by mail.

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● **Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.**

Your application will **not** be processed unless this form is completely filled out and all applicable questions have been answered. Be sure to provide all supporting documents and two full sets of fingerprints. Enclose the appropriate fee amount in the form of cash, check or money order made payable to "Utah Bureau of Criminal Identification". **FEES ARE NON-REFUNDABLE.**

☐ Agency License - \$200.00

☐ Registrant License - \$100.00

☐ Apprentice License - \$100.00

Note: an additional \$24.00 F.B.I. fee must accompany all applications.

NAME _____ DATE OF BIRTH _____ PLACE OF BIRTH _____
(Last) (First) (Middle)

PREVIOUSLY USED NAME(S)(Maiden, etc.) _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____
(Street) (City) (State) (Zip)

MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS) _____

HOME PHONE _____ WORK PHONE _____ DRIVER LIC # / STATE _____ / _____

HEIGHT _____ WEIGHT _____ EYE COLOR _____ HAIR COLOR _____ SEX _____

ARE YOU A UNITED STATES CITIZEN? _____ IF "NO" ENTER YOUR ALIEN REGISTRATION # _____

ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted. If you answer "Yes" to any question, attach documentation explaining your answer.

- ☐ Yes ☐ No Have you ever been convicted of a felony?
- ☐ Yes ☐ No Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon?
- ☐ Yes ☐ No Have you ever been convicted of any act of personal violence?
- ☐ Yes ☐ No Have you ever been convicted of any act constituting dishonesty or fraud?
- ☐ Yes ☐ No Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes, etc.)
- ☐ Yes ☐ No Are you currently on probation, parole, or named in an outstanding arrest warrant?
- ☐ Yes ☐ No Have you ever been licensed as a private investigator in another state or jurisdiction?
- ☐ Yes ☐ No If you were previously licensed as a private investigator in another state or jurisdiction, were you ever charged with a civil or criminal violation that resulted in disciplinary action against your license?

ALL APPLICANTS: Provide information below regarding the private investigator agency for which you will work

AGENCY NAME _____ PHONE # _____

AGENCY ADDRESS _____
(Street) (City) (State) (Zip)

MAILING ADDRESS (If different) _____
(Street) (City) (State) (Zip)

AGENCY APPLICANTS: List the full name, license number, business address, and phone number(s) of each registrant and apprentice investigator working for your agency.

1. ASSOCIATE/APPRENTICE NAME _____ LICENSE # _____
(Last) (First) (Middle)

ADDRESS _____ PHONE #(S) _____
(Street) (City) (State) (Zip)

2. ASSOCIATE/APPRENTICE NAME _____ LICENSE # _____
(Last) (First) (Middle)

ADDRESS _____ PHONE #(S) _____
(Street) (City) (State) (Zip)

3. ASSOCIATE/APPRENTICE NAME _____ LICENSE # _____
(Last) (First) (Middle)

ADDRESS _____ PHONE # (S) _____
(Street) (City) (State) (Zip)

4. ASSOCIATE/APPRENTICE NAME _____ LICENSE # _____
(Last) (First) (Middle)

ADDRESS _____ PHONE # (S) _____
(Street) (City) (State) (Zip)

5. ASSOCIATE/APPRENTICE NAME _____ LICENSE # _____
(Last) (First) (Middle)

ADDRESS _____ PHONE # (S) _____
(Street) (City) (State) (Zip)

ALL APPLICANTS: Please read and sign the statement below. Your signature must be NOTARIZED to complete this form.

I, _____, hereby certify that the statements contained herein are true and correct to the best of my knowledge. I understand that if I knowingly make any false statements herein, I am subject to the penalties prescribed by law. I do hereby authorize the release of any and all information in the possession of any individual, law enforcement agency, firm, partnership, and public or private corporation, necessary to determine the validity and appropriateness of my application. In so doing, I release, exonerate, and hold harmless, any such individual, law enforcement agency, firm partnership, public or private corporation, the Utah Department of Public Safety, and the State of Utah, from any claim or cause of action which may or could result from the release of this information.

Signature _____ Date _____

Subscribed and sworn to this _____ day of _____ 20 _____

Notary Public